

September 5, 2002
Refer to: 266-SCO-552785-1

Attention: All Prospective Proposers

Subject: JPL Request for Proposal (RFP) Number SCO-552785

This Transmittal Letter introduces the RFP for Facilities Maintenance and Operations (M&O) Services. The Jet Propulsion Laboratory invites your organization to submit a proposal for the maintenance of the physical appearance and functionality of JPL's 156-acre main facility, located at 4800 Oak Grove Drive, Pasadena, California.

The Contract resulting from this RFP will be fixed price and performance-based. Proposers will provide detailed plans for fulfilling the requirements contained in the RFP, and the detailed plans submitted by the successful Proposer will be incorporated into the Contract. While the base period includes a transition period and one (1) year of full M&O service, the potential Contract period of performance if all award term options are exercised, is ten-and-one-half (10-1/2) years. Except as specifically excluded by the Contract, the successful proposer will be responsible for all maintenance and operations services at the Laboratory.

This RFP is being issued in electronic format, and is available at the JPL Acquisition Division M&O RFP Web site:

<http://acquisition.jpl.nasa.gov/rfp/facilities-m&o/>

Individual paper copies of the RFP will *not* be mailed to individual proposers. One paper copy of the complete RFP, including the Specimen Contract and all Attachments, Appendices, and Exhibits, will be available for review at the JPL Visitor Control Center, Building 249, at the main facility. Arrangements to review the paper copy of the RFP may be made by contacting Steven C. Ogle, the cognizant Contract Negotiator, at (818) 354-6405, or Margo Kuhn, the Business Opportunities Office Representative, at (818) 354-5722.

If you are interested in submitting a proposal, you are advised to contact the cognizant Contract Negotiator and provide your email address for inclusion on a proposers' email address list. *All communications pertaining to this RFP, including any and all addenda, will be sent electronically to the email address list and posted to the JPL Acquisition Division M&O RFP web site and will not be mailed to individual proposers.*

All proposers are advised that the Final RFP supersedes the Draft version of the RFP. Moreover, all proposers are advised that substantial differences exist between the Draft and Final versions of the RFP. Each proposer has sole responsibility for reading and understanding the Final RFP and Specimen Contract, including all Exhibits, Attachments, Appendices, General Provisions, and Additional General Provisions.

Proposers are advised that they must possess valid State of California contractor licenses (including a Class "B", General Building Contractor's License) by the time of contract award.

All proposers are advised that JPL has scheduled a supplemental site visit for Tuesday, September 24, 2002 and, if necessary as a result of requests from proposers, Wednesday, September 25, 2002.

All proposers are advised that the RFP Source Selection Process will follow a JPL process, which is derived in part from the guidelines in FAR 15.306 and 15.307.

All proposers are advised that the methodology for assessment of stop-loss repair costs has changed in the Final RFP. In the Draft RFP, the Specimen Contract stated that the \$7,000 per instance stop-loss provision was inclusive of profit. In the Final RFP, the Specimen Contract states that the \$7,000 per instance stop-loss provision will be limited to raw cost (direct labor and direct material cost) only, and that in computing proposal price, each proposer should be mindful of this change. JPL will continue to negotiate an equitable adjustment for any amount over \$7,000 per instance to include overhead and profit applicable to the amount in excess of \$7,000.

All proposers are advised that, per paragraph 2.2 of the RFP General Instructions, a yellow label should be affixed to the container(s) in which your proposal is submitted. A sample yellow label is included with the hardcopy version of this transmittal letter, and an electronic version of this label is available on the JPL Acquisition Division M&O RFP web site.

All proposers are advised that JPL actively promotes the participation of small businesses (SB), small disadvantaged businesses (SDB), women-owned businesses (WOB), and hub zone businesses (HQB) in its procurements. To this end, JPL plans to assess each proposer's plan for SB/SDB/WOB/HQB participation as an element of the RFP Management criteria.

All proposers are advised that both the Service Contract Act and the Davis-Bacon Act apply to this effort.

All proposers are advised that all offers submitted, including the original proposal and any revisions, will be considered binding.

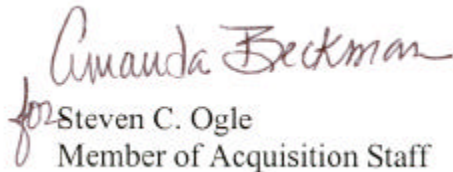
All proposers are cautioned against submitting a proposal with materially unbalanced pricing. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. JPL will reject any proposal if it determines that unbalanced pricing poses an unacceptable risk to JPL.

As a courtesy to JPL, all solicited companies are requested to advise whether or not they intend to submit a proposal by October 10, 2002.

Proposals in response to this RFP are due not later than 3:00 p.m. Pacific Standard Time on Monday, November 04, 2002. All proposers are cautioned to read Section 4, Late Proposals, of the RFP. *Except as specified in Section 4, JPL will not accept any proposals received at any time after the due date and time.*

All questions and comments regarding this RFP shall be directed to the cognizant Contract Negotiator, Steven C. Ogle, at (818)354-6405, or email steve.c.ogle@jpl.nasa.gov. All responses to questions and comments shall be provided in written form as formal RFP Addenda to the Proposers email address list and the JPL Acquisition Division M&O RFP web site.

Sincerely,


for Steven C. Ogle
Member of Acquisition Staff